

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 17**

SCHEDULE TITLE: LAW ENFORCEMENT RECORDS

**SCHEDULED AGENCIES: ALL LOCALITY LAW ENFORCEMENT
ACTIVITIES**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: C. Preston Huff, CRM, STATE RECORDS ADMINISTRATOR
EFFECTIVE SCHEDULE DATE: October 2, 2000

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the [Virginia Public Records Act](#), Sections 42.1-76, et. seq. of the [Code of Virginia](#) for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the [Certificate of Records Destruction](#) (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless

prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with Sections [17VAC15-20-10, et. seq.](#) of the [Virginia Administrative Code](#), "Standards for the Microfilming of Public Records for Archival Retention."

8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.

This schedule is organized in the following format:

Records Series Title - Records Series Number

Records Description
Retention and Disposition Statement

Abandoned / Impounded Vehicle Files - Series No. 100812

Documents the identification, retrieval, processing, return or disposal of abandoned or impounded vehicles.
Retain 3 years after disposition of vehicle, then destroy.

Administrative Records

Documents the common functions and administration of various types of offices; records not otherwise listed on this schedule.
Refer to General Records Retention and Disposition Schedule No. [GS-19, Administrative Records](#) for retention guidelines.

Alarm Files, Security - Series No. 100706

Documents when a security alarm in a home or business is activated and the department is notified.
Retain 3 years after notification, then destroy.

Alarm Permit Files, Security - Series No. 100707

Documents permits filed with department to link home or business security alarm devices to department's responses system.
Retain 1 year after expiration of permit, then destroy.

Alcoholic Beverage Control Permit Files - Series No. 100708

Documents local review and/or approval of ABC permits.
Retain 1 year after expiration of permit, then destroy.

Alcohol Safety Action Program Files - Series No. 100709

Documents law enforcement agency's participation in local Alcohol Safety Action programs.

Retain 3 years after participation, then destroy.

Alias Files - Series No. 100710

Documents the aliases of suspected or convicted law breakers.

Retain 75 years after entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Animal Control Files - Series No. 100711

Documents the law enforcement's participation in local animal control.

Retain 3 years after creation, then destroy.

Appearance and Continuing Bonds - Series No. 100712

Documents the acceptance of a bail bond for suspects to appear at court.

Retain 3 years after close of case, then destroy.

Arrest Cards, Master - Adult - Series No. 100713

Documents the cumulative history of arrests and convictions on a particular individual.

Retain until 80th birthday of individual arrested, then destroy.

Arrest Cards, Master - Juvenile - Series No. 100714

Documents the cumulative history of arrests and convictions on a particular individual.

Retain 5 years after individual reaches age of majority (18). Refer to *Code of Virginia*, Section [16.1-306](#). Destroy in compliance with [No. 8](#) on schedule cover page.

Arrest/Criminal Files - Adult - Series No. 100715

Documents arrest of adults alleged to have committed criminal or illegal acts.

Retain 5 years after date of arrest, then transfer required information to records series [100713](#), "Arrest Cards, Master - Adult." After information transferred, destroy in compliance with [No. 8](#) on schedule cover page.

Arrest/Criminal Files - Juvenile - Series No. 100716

Documents arrest of juveniles alleged to have committed criminal or illegal acts.

Retain 5 years after individual reaches age of majority (18). Refer to *Code of Virginia*, Section [16.1-306](#). Destroy in compliance with [No. 8](#) on schedule cover page.

Arrest Index Card Files - Series No. 100717

Documents the creation of an index of arrests by act, location and/or suspect.

Retain as long as administratively necessary, then destroy in compliance with [No. 8](#) on schedule cover page.

Arrest Logs / Books - Series No. 100718

Documents the cumulative arrests by an agency in chronological order.

Retain 5 years after last entry, then destroy.

Automotive Operations: General

Documents operation and maintenance, not otherwise listed on this schedule, of departmental vehicles.

Refer to *General Records Retention and Disposition Schedule No. [GS-16, General Services Records](#)* for retention guidelines.

Automotive Operations: Logs, Vehicle - Series No. 100719

Documents the control, use and status of law enforcement vehicles.

Retain 2 years after last entry, then destroy.

Automotive Operations: Radar and Tuning Fork Calibrations Files - Series No. 100720

Documents the routine, timely and effective calibration of radar equipment and tuning forks.

Retain 6 months after superseded by a new calibration, then destroy.

Automotive Operations: Radar Equipment Files - Series No. 100721

Documents the cumulative maintenance and repair history of radar equipment.

Retain for life of equipment, then destroy.

Automotive Operations: Speedometer Calibration Files - Series No. 100722

Documents the routine, timely and effective calibration of speedometers in law enforcement vehicles.

Retain 6 months after superseded by a new calibration, then destroy.

Autopsy Reports - Series No. 100723

Documents analysis by Medical Examiner regarding cases of unattended deaths, suicides and homicides. Medical Examiner retains original copy.

Retain 10 years after receipt, then destroy in compliance with [No. 8](#) on schedule cover page.

Bicycle Registration/License Files - Series No. 100724

Documents the registration and or licensing of bicycles when required by local ordinance.

Retain 1 year after expiration, then destroy.

Certificates of Analysis

Documents the performance of laboratory analysis on evidence.

Refer to records series [100777](#), "Lab Requests and Reports."

Child Protective Orders - Series No. 100725

Documents receipt and action on Child Protective Orders, Code of Virginia, Sections [16.1-251 through 254](#).

Retain until expiration of order, then destroy in compliance with [No. 8](#) on schedule cover page.

Community Crime Prevention Program Files - Series No. 100726

Documents law enforcement's effort to develop and assist community based crime prevention programs.

Retain as long as administratively necessary, then destroy.

Concealed Weapons Permits - Series No. 100727

Documents the receipt of concealed weapons permits issued by courts.

Retain 2 years after expiration, then destroy in compliance with [No. 8](#) on schedule cover page. Return fingerprint card or destroy (*Code of Virginia*, Section [18.2-308](#)).

Confidential Informant Files - Series No. 100728

Documents the identity of, contacts with and reliability of confidential informants

Retain as long as administratively necessary, then destroy in compliance with [No. 8](#) on schedule cover page.

Confiscated or Surrendered Firearms Files - Series No. 100729

Documents the taking and/or acceptance of confiscated or surrendered firearms by or to law enforcement authorities.

Retain 10 years after court order and final disposal, then destroy.

Confiscated Property Files - Series No. 100730

Documents the seizure of property involved in an arrest or execution of a court order. Does not include firearms/weapons; refer to records series [100729](#), "Confiscated or Surrendered Firearms Files."

Retain 3 years after court order and disposal, then destroy.

Conservator of the Peace (Special) Investigation Files - Series No. 100731

Documents applications by individuals petitioning court for appointment to police certain locations or for individuals who need the designation for employment purposes. Files include background investigation, interviews, copies of birth certificates, diplomas, military discharge papers, reference letters, and a copy of the report summarizing results that is submitted to the requestor.

Retain 2 years after designation is no longer active, then destroy in compliance with [No. 8](#) on schedule cover page.

Controlled Substance Seizure Files - Series No. 100732

Documents the confiscation of controlled substances such as drugs and alcohol involved in arrest or execution of a court order. Does not include firearms/weapons; refer to records series [100777](#), "Confiscated or Surrendered Firearms Files."

Retain 3 years after final disposition of case, then destroy.

Court Appearance Files - Series No. 100733

Documents the scheduling and appearance of law enforcement officers or support staff in court proceedings as a course of police activities.

Retain 6 months after appearance, then destroy.

Court Orders - Series No. 100734

Documents the receipt, execution or failure to execute court orders or other processes not listed elsewhere on this schedule. Includes any logs or registers used to control or locate court orders. See also "Extraditions", "Juvenile Detention Orders" and "Warrants".

Retain 3 years after last action, then destroy.

Crime Analysis Files - Series No. 100735

Documents the formal and/or informal analysis of crimes, patterns or crimes and the reporting of the analysis.

Retain 5 years after report completion or longer if administratively necessary, then destroy.

Crimeline/Crime Solvers - Tapes - Series No. 100736

Documents receipt of anonymous tips from citizens.

Retain 60 days after recording, then reuse or destroy in compliance with [No. 8](#) on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Crimeline/Crime Solvers - Transcriptions or Reports - Actions Taken - Series No. 100737

Documents receipt of anonymous tips from citizens.

Transfer to appropriate case file.

Crimeline/Crime Solvers - Transcriptions or Reports - No Actions Taken - Series No. 100738

Documents receipt of anonymous tips from citizens.

Retain 2 years after receipt, then destroy in compliance with [No. 8](#) on schedule cover page.

Criminal History Request and Response Files - Series No. 100739

Documents the receipt of requests for individual criminal histories and the response provided. (Code of Virginia, Section [9-192](#)).

Retain 2 years after request, then destroy.

Dispatch (Communications) Tapes - Not Retained as Evidence - Series No. 100740

Documents the recording of radio communications to or from officers in the field.

Retain 60 days after recording, then reuse or destroy in compliance with [No. 8](#) on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Dispatch (Communications) Tapes - Retained as Evidence - Series No. 100741

Documents the recording of radio communications to or from officers in the field.

Transfer to appropriate case file.

Dispatch (Communications) Records - Series No. 100742

Documents the recording of radio communications to or from officers in the field.

Includes logs, reports and other written information.

Retain 2 years after creation, then destroy.

DMV Confirmations of Liability Insurance - Series No. 100743

Documents the receipt of DMV Confirmations of Liability Insurance.

Retain 1 year after receipt, then destroy in compliance with [No. 8](#) on schedule cover page.

Dog Control Files

Documents law enforcement participation in animal control programs.

Refer to records series [100711](#), "Animal Control Files."

Duty Rosters - Series No. 100745

Documents the assignment of work days, work hours, jobs, tasks, patrols or other duties to law enforcement officers.

Retain 6 months after date of last entry, then destroy.

Educational Program Files, Citizen - Series No. 100746

Documents law enforcement participation in citizen education programs.

Retain as long as administratively necessary, then destroy.

Electronic Records

Created or stored information held in any electronic format; records not otherwise listed on this schedule.

Refer to *General Records Retention and Disposition Schedule No. [GS-23](#), Electronic Records* for retention guidelines.

Emergency Call Records - 911 System Maintenance - Series No. 100747

Documents actions to maintain 911 system. Includes address corrections, system complaints and problem corrections.

Retain 3 years after last action, then destroy.

Emergency Call Records - Logs and Other Supporting Records - Series No. 100748

Documents actions in response to emergency calls. Includes ambulance, fire and police emergency calls.

Retain 3 years after creation, then destroy.

Emergency Call Records - Tapes, Not used as Evidence - Series No. 100749

Documents actions in response to emergency calls. Includes ambulance, fire and police emergency calls.

Retain 60 days after recording, then reuse or destroy. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Emergency Call Records - Tapes, Retained as Evidence - Series No. 100750

Documents actions in response to emergency calls. Includes ambulance, fire and police emergency calls.

Retain 3 years or until case resolved or evidence released, whichever is longer; then destroy.

Equipment Checkout Log - Series No. 100751

Documents the daily issuance of controlled items to law enforcement or support personnel.

Retain until the location of all equipment is verified and log is completed, then destroy.

Evidence Receipts - Series No. 100752

Documents the chain of custody of evidence.

Retain 3 years after final disposition of evidence or case closure, whichever is greater; then destroy.

Evidence Requests - Series No. 100753

Documents the receipt of and response to requests for use of evidence and/or copies of evidence.

Retain 3 years after final disposition of evidence or case closure, whichever is greater; then destroy.

Extraditions - Series No. 100754

Documents the receipt of and performance of extradition orders, Code of Virginia, Sections [19.2-84 through 118](#).

Retain 1 year after last action, then destroy.

False Alarm Files

Documents the receipt of false alarms and actions to investigate cause of false alarm.

Refer to records series [100706](#), "Alarm Files, Security."

FBI Files - Series No. 100756

Information obtained from the Federal Bureau of Investigation.

Retain 2 years after receipt or longer if administratively necessary, then destroy in compliance with [No. 8](#) on schedule cover page.

Field Contact / Interrogation Files - Series No. 100757

Documents field notes of officers in regard to investigations and/or complaint resolution.

Transfer to related investigation or case file.

Fingerprint Cards - Juvenile - No Warrant or Petition Filed - Series No. 100758

Documents the recording of fingerprints during the booking process.

Retain 60 days after booking, then destroy in compliance with [No. 8](#) on schedule cover page, *Code of Virginia*, Section [16.1-299](#).

Fingerprint Cards, Master - Adult - Series No. 100759

Documents the recording of fingerprints during the booking process.

Retain until 80th birthday of individual arrested, then destroy in compliance with [No. 8](#) on schedule cover page.

Fingerprint Cards, Master - Juvenile - Series No. 100760

Documents the recording of fingerprints during the booking process.

Retain until 80th birthday of individual arrested, then destroy in compliance with [No. 8](#) on schedule cover page.

Fire Investigations

Documents law enforcement investigations of suspicious fires.
Refer to *General Records Retention and Disposition Schedule No. [GS-10](#), Fire and Rescue Records* for retention guidelines.

Firearms Qualifications - Series No. 100761

Documents the history of firearms proficiency and qualification by individual officers.
Retain 5 years after last testing, then destroy.

Firearms Registrations and Assignments, Internal - Series No. 100762

Documents the registration and assignment of firearms for law enforcement use.
Retain until reassignment or disposition of firearm, then destroy.

Firearms Registrations and Permits, Citizens - Series No. 100763

Documents the registration of firearms if required by local ordinance. Includes fingerprint cards and other identifying information.
Retain 5 years after expiration or re-registration, then destroy in compliance with [No. 8](#) on schedule cover page.

Fiscal Records

Documents the expenditure of funds, accounting for funds, routine purchases and other activities of an accounting or financial nature; records not otherwise listed on this schedule.
Refer to *General Records Retention and Disposition Schedule No. [GS-2](#), Fiscal Records* for retention guidelines.

Forms Files, Police - Series No. 100764

Documents the currently approved and used local forms for law enforcement.
Retain until superseded, then destroy.

General Orders and Regulations - Series No. 100765

Documents the local and internal orders, rules and regulations for law enforcement activities.
Retain 5 years after superseded, then destroy.

Handicapped Parking Permits - Series No. 100766

Documents the receipt of or verification of the right to have a handicapped parking sticker.
Retain 6 months after expiration or superseded, then destroy in compliance with [No. 8](#) on schedule cover page.

House Watch Checklists and Reports - Series No. 100767

Documents the performance and/or completion of a house watch.

Retain as long as administratively required, then destroy in compliance with [No. 8](#) on schedule cover page.

Index Cards - Series No. 100768

Documents the creation of internal indexes, not identified elsewhere on this schedule, to monitor and control law enforcement records.

Retain as long as related records, then destroy.

Internal Affairs, Founded Complaints - Series No. 100769

Documents complaints against a member of department staff that resulted in additional investigation or charges filed.

Retain 5 years after termination of employment, then destroy in compliance with [No. 8](#) on schedule cover page.

Internal Affairs, Unfounded Complaints - Series No. 100770

Documents complaints against members of department staff that were investigated and determined to be without merit.

Retain 3 years after close of investigation, then destroy in compliance with [No. 8](#) on schedule cover page.

Investigation Files, Case - Series No. 100771

Documents the process of and results of criminal investigations.

Retain 5 years after close of investigation, destroy in compliance with [No. 8](#) on schedule cover sheet.

Investigations/Background Checks - Series No. 100772

Documents the receipt and performance of routine background checks requested by courts, employers and other persons - not involving an active case.

Retain 1 year after completion and response, then destroy in compliance with [No. 8](#) on schedule cover page.

Juvenile Custody Files - Series No. 100773

Documents the transfer of custody of juveniles.

Retain 3 years after transfer, then destroy in compliance with [No. 8](#) on schedule cover page.

Juvenile Detention Orders - Unexecuted - Series No. 100774

Documents receipt of and failed attempts to execute detention orders.

Retain 3 years after last action, then submit report and warrants to Commonwealth's Attorney per *Code of Virginia*, Section [19.2-76.1](#).

K-9/Horse Management Records - Series No. 100775

Documents the management of police force K-9s and horses. Includes history, status, health and training records. Does not include routine law enforcement records.

Retain records for 3 years after end of animal's service, then destroy.

Known/Suspected Law Breaker Files - Series No. 100776

Documents the internal creation of files to identify known or suspected law breakers and their suspected modus operandi.
Retain until superseded, then destroy.

Lab Requests and Reports - Series No. 100777

Documents request by evidence technician for forensic lab to test a substance. Lab provides a certificate of analysis. These provide property trail/chain of evidence.
Transfer to appropriate case file.

Litigation Files, Officer - Series No. 100778

Documents the civil actions against law enforcement personnel.
Retain 10 years after dismissal or close of case, then destroy in compliance with [No. 8](#) on schedule cover page.

Missing Person Files - Resolved - Series No. 100779

Documents the receipt of notification of missing persons and actions taken in response to notification.
Retain 2 years after locating or identifying missing person, then destroy in compliance with [No. 8](#) on schedule cover page.

Missing Person Files - Unresolved - Series No. 100780

Documents the receipt of notification of missing persons and actions taken in response to notification.
Retain 75 years after notification, then destroy in compliance with [No. 8](#) on schedule cover page.

Motor Vehicle Accident Reports - Series No. 100781

Documents the on site investigation and reporting of motor vehicle accidents.
Retain 5 years after close of investigation or settlement of case, then destroy.

Parking Meter Collection Files - Series No. 100782

Documents the collection and deposit of funds from parking meters.
Retain 3 years after deposit or until audited, whichever is greater; then destroy.

Parking Tickets - Series No. 100783

Documents the issuance of a citation and fine for violating parking regulations.
Retain 3 years after issue or until audited, whichever is greater; then destroy.

Parking Ticket Summons - Series No. 100784

Documents issuance of summons to pay outstanding parking tickets issued by department.
Retain 3 years after issuance, then destroy.

Pawnshop and Precious Metals Dealers Files - Series No. 100785

Documents the location, licensing, monitoring and dealings of pawnshops and precious metals dealers.
Retain until superseded, then destroy.

Permits, Parade - Series No. 100786

Documents local approval of parades, parade routes, and traffic control activities in regards to parades.

Retain 6 months after expiration, then destroy.

Personnel Records

Documents the management of staff and administration of benefits to staff; records not otherwise listed on this schedule.

Refer to *General Records Retention and Disposition Schedule No. [GS-3](#), Personnel Records* for retention guidelines.

Photographs, Evidence - Series No. 100787

Documents the taking, receipt, use and control of photographs used as evidence in investigations or trials.

Transfer to related case file.

Photographic, Negatives - Solved and Unsolved Felonies and Special Crimes - Series No. 100788

Negatives used to print photographs of crime scenes. Includes negatives depicting homicides and other death-related offenses or scenes, aggravated assault, malicious wounding, sex offenses and police-related offenses. Negative envelopes may indicate offense, crime scene number, investigator/ photographer, and date of offense.

Retain 80 years after date of offense, then destroy in compliance with [No. 8](#) on schedule cover page.

Photographic, Negatives - Solved and Unsolved Misdemeanors, Non-Felonies - Series No. 100789

Negatives used to print photographs of crime scenes. Includes negatives depicting burglaries, robberies, and non-homicide accidents.

Retain 5 years after offense, then destroy in compliance with [No. 8](#) on schedule cover page.

Photographs and Negatives - Not Evidence Related

Documents the collection or making of photographs and/or negatives for other than direct evidence purposes.

Refer to *General Records Retention and Disposition Schedule No. [GS-19](#), Administrative Records* for retention guidelines.

Photographs and Evidence - Traffic Tickets - Series No. 100791

Documents the collection of photographic evidence of traffic violations, including automatic cameras at intersections.

Retain 1 year after creation, then destroy

Precinct/Station Management Records - Series No. 100792

Documents the management and operation of precinct and station houses. Includes all records not otherwise listed on this schedule or other locality general schedules.

Retain 1 year after last entry or action, then destroy.

Property Listing Records - Series No. 100793

Documents the internal control of property used or owned by the law enforcement agency.

Retain 3 years after return or disposal of property, then destroy.

Radio Equipment Files - Series No. 100794

Documents the operation, maintenance and repair history of radio equipment.

Retain for life of equipment, then destroy.

Raffle Reports - Series No. 100795

Documents the registration, monitoring and control of local raffle, lottery or bingo activities.

Retain as long as administratively necessary, then destroy.

Recordings, Surveillance or Monitoring - Not Used as Evidence - Series No. 100796

Documents the surveillance of an area and the actions of police, suspects and bystanders. Includes area surveillance and in-car monitoring of officers.

Retain 60 days after recording, then reuse or destroy. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.

Recordings, Surveillance or Monitoring - Retained as Evidence - Series No. 100797

Documents the surveillance of an area and the actions of police, suspects and bystanders. Includes area surveillance and in-car monitoring of officers.

Retain 3 years or until case resolved or evidence released, whichever is longer; then destroy in compliance with [No. 8](#) on schedule cover page.

Release (Waiver) Forms - Series No. 100798

Documents the release of claims or the waiver of rights by or to law enforcement activities.

Retain 5 years after creation, then destroy.

Reports - Incident, Offense or Death - Active - Series No. 100799

Documents incidents, offenses, deaths and other occurrences that require further investigation.

Transfer to investigative case folder.

Reports - Incident, Offense or Death - Closed - Series No. 100800

Documents incidents, offenses, deaths and other occurrences that do not require further investigation.

Retain 5 years after closure, then destroy in compliance with [No. 8](#) on schedule cover page.

Revoke/Suspension Notice, DMV - Series No. 100801

Documents notification via Department of Motor Vehicles that a driver's license has been suspended or revoked.
Retain 5 years after receipt, then destroy in compliance with [No. 8](#) on schedule cover page.

Roll Call Files - Series No. 100802

Documents officer attendance at meetings, briefings, inspections and other law enforcement activities.
Retain 6 months after roll call, then destroy.

Subpoenas/Summons/Processes - Series No. 100803

Documents the issuance of a court order for an individual to appear at a specified place and time.
Retain 1 year after issuance, then destroy.

Taxi Records - Series No. 100804

Documents registration of taxi cabs and/or cab drivers. Includes vehicle identification, rate cards, drivers identification, fingerprints and driving records.
Retain 3 years after expiration of permit, then destroy.

Towed Vehicle Files - Series No. 100805

Documents law enforcement's actions in towing or having vehicles towed in accidents, parking violations, abandoned or damaged vehicles.
Retain 3 years after towed, then destroy.

Traffic Management and Control Records - Series No. 100806

Documents the plans, investigations and resolution of traffic control problems.
Retain 1 year after last action, then destroy.

Training Records, Criminal Justice Academies

Documents training conducted by Department of Criminal Justice Services-certified academies. Includes independent and regional academies.
Refer to *General Records Retention and Disposition Schedule No. [GS-29](#), Criminal Justice Training Academy Records* for retention guidelines.

Training Records, Employee

Documents the completion of courses by employees, mandated or optional, related to their job requirements.
Refer to *General Records Retention and Disposition Schedule No. [GS-3](#), Personnel Records* for retention guidelines.

Uniform Traffic Summons - Series No. 100807

Documents the issuance of a summons to appear in court in regard to traffic violations.
Retain 1 year after issuance, then destroy.

Victim Records - Series No. 100808

Documents the status and locations of victims of crimes and any payments made through state or local programs.

Retain 1 year after case closure, then destroy in compliance with [No. 8](#) on schedule cover page.

Warrants, Unexecuted Felony Arrest - Series No. 100809

Documents felony arrest warrants in police or sheriff department's possession which have not been executed within seven years of the date of issuance.

Retain 7 years after receipt, then submit report and warrants to Commonwealth's Attorney per *Code of Virginia*, Section [19.2-76.1](#).

Warrants, Unexecuted Misdemeanor Arrest and Other Processes - Series No. 100810

Documents misdemeanor arrest warrants, summonses and capiases and other criminal processes in police or sheriff department's possession which have not been executed within three years from the date of issuance.

Retain 3 years after receipt, then submit report and warrants to Commonwealth's Attorney per *Code of Virginia*, Section [19.2-76.1](#).

Warrants, Executed Copies - Series No. 100811

Documents the execution of warrants, summons or other processes by law enforcement officers.

Retain 5 years after receipt, then destroy.